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**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO  
ATTENTION OF

MCCS-RM

30 APR 2004

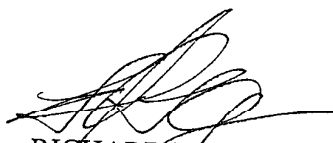
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memo - Performance Appraisal Direct and Award Request for Personnel Action (RPA) Direct

1. References:

- a. CPAC E-Mail message, same subject, 15 Apr 2004.
- b. Army Regulation 690-400, Chapter 4302, "Total Army Performance Evaluation System," (TAPES).
2. The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) will no longer be responsible for transmitting performance appraisals or award "Requests for Personnel Action" (RPA) to the North Central Civilian Personnel Operating Center (CPOC). Therefore, effective immediately, all AMEDDC&S activities will send performance appraisals to the DCSRM, ATTN: MCCS-RM. The DCSRM staff will review to verify regulatory compliance prior to transmission to the CPOC. A checklist for raters and senior raters is attached to assist you in completing performance appraisals.
3. Award RPAs will continue to be sent to RMM\_3FR\_AMEDDC&S\_Manpower/RMM group box for processing. After review and confirmation that the performance appraisal has been entered into the Defense Civilian Personnel Database System, the DCSRM staff will forward the RPA to the CPOC.
4. Your cooperation and adherence of above actions is appreciated. The DCSRM point of contact is Mary M. Witt, 221-6471.

FOR THE COMMANDER:

  
RICHARD L. AGEE  
Colonel, MS  
Chief of Staff

Encl  
Checklist

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MCCS-RM

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